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# Curricular Affairs Committee Minutes September 24, 2012

University of Rhode Island Faculty Senate

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## CURRICULAR AFFAIRS COMMITTEE

### Minutes for the first meeting of the 2012-2013 academic year

- I. The meeting was called to order at 3:04 p.m. on Monday, September 24, 2012 in Library Conference Room A, Chairperson Mundorf presiding.

The following members were present: Professors Brand, Covino, Doerner, English, Honhart, Jervis, MacDonald, Misto, and Mundorf; Ms. Buss; Vice Provost Beauvais. Ms. Neff from the Faculty Senate Office was also in attendance.

- II. The Minutes of 2011-12 Meeting #8, April 23, 2012 were approved.

- III. REPORTS

Chairperson Mundorf announced that it was his last semester as chair of the CAC. He explained that he would be on sabbatical leave in the spring after which his term on the committee expired. He was ineligible to continue in the fall because he had served two consecutive terms on the committee. He noted that someone who was a current member of the committee would have to step forward to chair the committee in the spring and hopefully through the 2013-14 academic year.

- A. Following discussion, a motion was made to approve the proposed new 8.81.62 to replace existing 8.81.62-63 of the University Manual:

8.81.62 A course not taught for two successive calendar years and not scheduled for the third year shall be deleted from the public list of curricular offerings (Official University Catalog). Enrollment Services shall determine annually which of these courses will be scheduled for the following academic year as requested by the department chairs or college deans. Courses not scheduled will be considered suspended and will remain on the Enrollment Services non-public list for 4 years. If the suspended course is offered any time during the four-year period, it will be returned to the public list of curricular offerings (University Catalog). If the suspended course is not offered within 4 years it will be considered deleted and may not be offered without approval as a new course.

The motion carried.

- B. Ms. Neff reported on changes to the curricular website, curricular forms, and CAC Agenda, which had been initiated during the summer after working with Enrollment Services, publications and other offices on campus in order to create a single source for each curricular proposal. She explained that she has been acting as gatekeeper for the CAC by reviewing incoming proposals and urged members of the committee to inform their colleagues of the new procedures and explain that the data on forms will go directly into ecampus.

Ms. Neff asked members of the committee to get back to her with any problems or suggestions as the Faculty Senate Office moves forward on this project.

Ms. Grubman reported that as part of efforts over the summer to improve communication about curricular matters she had set up a listserv for associate deans, curriculum committee chairs and administrators involved in curricular matters. The list members would serve as consultants for changes that might have broader repercussions than those within a single department or college.

- C. The CAC discussed the ground rules for cross-listing courses as they appear on the Curricular website:

The cross-listing of courses requires approval by the departments and college(s) concerned prior to submission to the Curricular Affairs Committee and/or the Graduate Council. Cross-listing of courses will be considered when each of the departments has a substantive role in delivering the course or when a department is willing to use the course for its major. Such a role may include but shall not be limited to team teaching the course, instructional staff from each department in different semesters, and other similar arrangements.

Ms. Grubman and Ms. Neff explained that frequently requests for cross-listing of courses did not appear to be consistent with these guidelines and asked the CAC to consider them when the committee is asked to approve the cross-listing of courses.

#### IV. UNFINISHED BUSINESS

##### A. College of Arts and Sciences

1. Ms. Grubman reported that she was still waiting for additional information on the Department of Political Science's requests to change the level and number for PSC 288 to PSC 388 (288) and prerequisite for 388 (288) and the joint request with Gender and Women's Studies for PSC 441 (or GWS 441)
2. Ms. Grubman announced that the Harrington School of Communication and Media had asked that SCM 481 be removed from the Agenda

- ##### B.
- Following discussion, it was agreed to remove the addition of PLS 312, the renaming of the college of Human Science and Services and the Political Science proposals from the CAC Agenda until additional information was received

The addition of KIN 444X\* was approved pending receipt of a clarification of undergraduate and graduate requirements and a new thirty-word description.

#### V. NEW BUSINESS

##### A. New Courses

1. ECN 390, Topics in Economics, was approved
2. Consideration of MCE 428\*, Mechanics of Materials in Extreme Environments, was postponed pending additional information on staffing, a text book or readings, student assignments and clarification of goals, objectives and student learning outcomes

In addition, Professor MacDonald agreed to discuss the issue of student learning outcomes for individual courses with the Learning Outcomes Oversight Committee (LOOC).

3. MIC 336X, Microbial Biofilms, was approved pending the publication and 7-day posting period for the temporary course and receipt from the instructor of answers to grading questions and measurable learning outcomes.

In addition, Ms. Grubman was directed to ask the CURRCONSULT list their thoughts about workshop for Curriculum Committees on goals, objectives, and measurable outcomes for courses.

\*May require action by the Graduate Council

4. PHP 201, Introduction to the U.S. Health Care System, was approved. Ms. Grubman was asked to find out if an A- had been inadvertently omitted from the course grading statement.
5. PLS 325, Vegetable Crops Production Techniques, was approved pending receipt of an explanation of how "effort" would be measured.

Ms. Grubman was directed to ask the Academic Standards and Calendar Committee about reconciling sections 8.53.10 and 8.53.11 of the University Manual.

#### B. Course Changes

1. The change in credits for HSS 130 (or PSY 130) was approved.
2. The change in credits, description, method of instruction, and prerequisite for NRS 409 was approved.

The following consent items were approved:

3. GEO 305 Title
4. NRS 407\* Title, description, and prerequisite.

#### D. Programs

1. The following statement on the Bachelor of Interdisciplinary Studies was accepted:

The renamed Bachelor of Interdisciplinary studies will continue to offer majors in:  
Applied Communications, Business Institutions, Health Services Administration, and Human Studies.

The 4 majors should be listed in the catalog under the Bachelor of Interdisciplinary Studies heading.

2. The removal of restrictions on choices of General Education courses for Journalism majors was approved.

- E. The committee discussed the request to change the change in grading for EGR 106 from the lecture to the laboratory. It was agreed that, as long as students were notified on the syllabus that the grade would be based on the laboratory, no further action was needed.

The CAC suggested that Ms. Grubman talk to Enrollment Services about the effect of this change on the IDEAs for the course.

The meeting was adjourned at 4:16 p.m.

Respectfully submitted,

Sheila Black Grubman

\*May require action by the Graduate Council